



Table of Contents

Welcome.....	4
Mission Statement.....	4
History.....	4
Human Resources Mission Statement.....	4
Introduction.....	5
Types of University Employment	5
Compensation.....	6
Role in Governance.....	6
About the University.....	6
Equal Opportunity and Diversity	6
University Code of Ethics	6
Americans with Disabilities Act.....	7
Links of interest to other policies.....	7
Longwood University Policy 2054 – Terms and Conditions for Administrative and Professional Faculty.....	7
Longwood University Policy 2001 - Alcohol and Other Drug Policies and Procedures:	7
Longwood University Policy 2008 - Conflict of Interest:.....	8
DHRM Policy 2.35 – Civility in the Workplace	8
Sexual Misconduct and Title IX	8
Attendance and Work Routine	10
Hours of Operation	10
Lunch Periods.....	10
Rest Breaks	10
Impermissible Use of Lunch Periods and Rest Breaks.....	10
Mandatory Breaks for Nursing Mothers	10
Visitors at Work.....	11
Alternative Schedules	11
Overtime/Compensatory Leave	11
Inclement Weather/Campus Emergency Closing	11
Outside and Secondary Employment.....	12



Campus Basics	13
Paycheck Information	13
Longwood Holiday and Winter Closing Schedule	13
Longwood Identification Card (Lancer Card)	13
Parking	14
Campus Dining	14
Campus Police and Public Safety	14
Mail Services	14
Bookstore	14
Campus Recreation	14
University Health Center	15
Longwood Alma Mater	16
Hail to Longwood U!	16
Information Technology	17
Electronic Mail	17
LancerNet	17
Solomon Internal Website	17
myLongwood	17
Network Access	18
Support	18
Microsoft Home Use Program	18
Information Security	18
Responsibilities	18
Leave Benefits	19
Annual Leave	19
Sick Leave Plans	19
Virginia Sickness and Disability Program (VSDP)	19
Longwood Sick Leave Plan	19
Other Leaves	20
Retirement Plans	21
Hybrid Retirement Plan	21
Optional Retirement Plan (ORP):	21



Supplemental Retirement Plans	22
457 Deferred Compensation Plan:.....	22
403(b) Tax Sheltered Annuity Plan:.....	22
Supplemental Cash Match Plan:	22
Health Benefits	23
Flexible Spending Accounts (FSA)	23
Employee Assistance Program.....	24
Life Insurance.....	25
Basic Group Life Insurance	25
Optional Group Life Insurance	25
Voluntary Post-tax Deductions	25
Workers' Compensation	26
Safety in the Workplace	26
Performance Evaluation.....	27
Professional Development and Recognition	28
Educational Benefits	28
Professional Development Activities	29
Staff Awards	29
Service Awards.....	30



Welcome

This handbook is designed to assist you in understanding the various rules, regulations, guidelines and benefits that apply to Administrative and Professional Faculty (A/P Faculty) of the University.

You can also find many helpful resources on our [website](#).

Our office is located at 201 High Street on the first floor of [Lancaster Hall](#), suite 109-122.

Mission Statement

Longwood University is an institution of higher learning dedicated to the development of citizen leaders who are prepared to make positive contributions to the common good of society. Building upon its strong foundation in the liberal arts and sciences, the University provides an environment in which exceptional teaching fosters student learning, scholarship, and achievement. As the only four-year public institution in south central Virginia, Longwood University serves as a catalyst for regional prosperity and advancement.

Longwood University Strategic Plan 2019-2025

History

- Founded in 1839 as Farmville Female Seminary Association
- Mother of Sororities-Four national sororities were founded on campus: Kappa Delta, Sigma Sigma Sigma, Zeta Tau Alpha, and Alpha Sigma Alpha
- Witness to History-From the end of the Civil War to the beginning of the Civil Rights Movement, Longwood has been at the center of historical moments
- One of the hundred-oldest colleges and universities in the U.S., Longwood has its roots in educating teachers and now offers a comprehensive liberal arts education

Human Resources Mission Statement

We provide quality Human Resource services to attract, develop, motivate and retain a diverse workforce within a supportive work environment. We do this with an emphasis on customer service based on consultation and communication with the Longwood campus community.



Introduction

Types of University Employment

Administrative and Professional Faculty: Administrative and Professional Faculty are those employees whose primary duties are directly related to management and/or supervisory functions of the educational, general and auxiliary activities of the University or a department or other subdivision of the University (“A/P Faculty”). A/P Faculty are those positions that require a high level of administrative independence, responsibility, and oversight with the organization or specialized expertise within the employee’s given field.

Academic Tenure: Tenure is a recognized academic status granted certain teaching faculty by the Board of Visitors, requiring participation in a multi-stage process of evaluation and leading to recommendation. A status of tenure is not recognized in A/P Faculty positions. Although some A/P Faculty may have been granted tenure by the Board of Visitors as a teaching faculty member in an academic department, such tenure will be inoperative for the duration of that employee's A/P status. Consequently, acceptance of an A/P Faculty position does not destroy an employee's separate status of, or eligibility for academic tenure in a department or school of instruction, as provided for in the [Faculty Policies and Procedures Manual](#), under "Tenure."

Teaching and Research Faculty: Positions in this category have specific assignments that customarily require instruction, research, or public service as a principal activity. Examples include academic rank titles such as professor, associate professor, assistant professor, instructor or lecturer.

Classified: A salaried employee whose terms and conditions of employment are subject to the Virginia Personnel Act, Code of Virginia Section 2.2-2900 et seq.

Wage: Wage employment is defined as employment to meet seasonal, temporary, part-time or casual workforce needs. The Virginia Personnel Act does not cover wage employees. Wage employees are limited to working no more than 1500 hours during a period of 365 consecutive days. Employees do not receive benefits while on a wage appointment except for workers’ compensation, FMLA, and leave without pay for military service in the reserve components. Wage employees are eligible to participate in tax-sheltered annuities and the legal assistance plan.

Student Workers: There are two types of student workers: Federal Work-Study students are paid through a financial aid award, while College Work-Study students are hourly employees paid through general funds.

Graduate Assistants: An individual who is admitted and enrolled in a graduate degree or endorsement program in good academic standing at Longwood University may receive financial support as either a: Teaching Assistants or Academic/Research Assistants.



Compensation

The Human Resources Department annually obtains compensation data from the College and University Professional Association (CUPA) Administrative and Professional Salary Surveys. Starting salaries for A/P faculty will be determined by an analysis of market salaries for similar positions, the internal value to the university, and budget constraints. When merit pay pools have been funded, a distribution of that pool will be based on individual performance levels on annual evaluations.

Role in Governance

The Board of Visitors is the governing body of the University and is composed of thirteen members appointed by the Governor and confirmed by the General Assembly. The qualifications, terms, powers and duties of members of the Board are established by law.

<http://solomon.longwood.edu/offices--departments/board-of-visitors/>

About the University

For more information about Longwood's student body, location, size, cost, academics, history, and leadership and institutional initiatives:

<http://www.longwood.edu/about/>

Equal Opportunity and Diversity

Longwood University, an agency of the Commonwealth of Virginia, is an equal opportunity institution of higher learning. Consistent with Federal and State law, the University promotes equal opportunity for all prospective and current students and employees. The University will not discriminate against any individual on the basis of race, religion, color, sex, sexual orientation, gender identity or expression, national origin, age, political affiliation, veteran status, disability status, except in relation to employment where a bona fide occupational qualification exists, or any other basis prohibited by state law in relation to discrimination in employment. Longwood University shall adhere to Virginia's State Executive Order Number One and to all applicable state and federal equal opportunity statutes and regulations.

University Code of Ethics

Longwood University is committed to lawful and ethical behavior in the performance of all its activities. We, as members of the Longwood community, will

- A. Perform our public responsibilities ethically, competently, efficiently and honestly in observance of laws, regulations and policies applicable to university activities.
- B. Protect and preserve university resources and ensure their proper use, with periodic auditing of functions and departments by the State Auditor of Public Accounts and/or Longwood's Internal Auditor to ensure that proper controls are in place and observed to safeguard public resources.
- C. Avoid both conflicts of interest and the appearance of such conflicts, promptly disclosing conflicting interests or influences.
- D. Make procurement decisions impartially and objectively, avoiding improper influence in the performance of our public duties.
- E. Safeguard confidential information, ensuring that confidential records or other nonpublic information is not externally disclosed without appropriate authorization.



- F. Maintain effective internal controls to prevent fraud, theft or the misuse of university funds or property, and to safeguard the integrity of our activities.
- G. Treat others with dignity and respect, ensuring that no discrimination or harassment exists in carrying out university activities.
- H. Conduct communications on behalf of the university with all persons, including co-employees, clients, customers, students, guests and vendors, with professionalism and civility.
- I. Strive for continuous improvement in our performance of public duties for the University, mindful that our activities must be reasonable and appropriately authorized.
- J. Report any illegal or unethical action that comes to our attention, so that the university can address such actions and take corrective measures.

Longwood Policy 2057 – University Code of Ethics:

<http://solomon.longwood.edu/administration/policies--procedures/university-code-of-ethics.php>

Americans with Disabilities Act

Longwood University is committed to providing equal access to employment and educational opportunities for persons with disabilities. Longwood University recognizes that individuals with disabilities may need reasonable accommodations to have equally effective opportunities to participate in or benefit from university educational programs, services and activities, and to have equal employment opportunities. Longwood University adheres to all applicable federal and state laws, regulations, and guidelines with respect to providing reasonable accommodations as necessary to afford equal employment opportunity and equal access to programs for qualified persons with disabilities.

Students requesting reasonable accommodations for a disability should contact the Office of Disability Resources at 434-395-2391 (trs 711).

Longwood University employees and applicants for Longwood University employment should contact the Office of Human Resources at 434-395-2074.

Visitors and participants in non-academic programs should contact the sponsoring department or the Office of Disability Resources at 434-395-2391.

Questions regarding reasonable accommodations and/or discrimination on the basis of disability should be directed to the Director of Disability Resources (for students and visitors) or the Benefits Manager or designee (for employees).

Longwood Policy 2034 – Non-Discrimination and Reasonable Accommodation on the Basis of Disability: <http://solomon.longwood.edu/administration/policies--procedures/non-discrimination-and-reasonable-accommodation-on-the-basis-of-disability.php>

Links of interest to other policies

Longwood University Policy 2054 – Terms and Conditions for Administrative and Professional Faculty: <http://solomon.longwood.edu/administration/policies--procedures/terms-and-conditions-of-employment-for-administrative-and-professional-faculty.php>

Longwood University Policy 2001 - Alcohol and Other Drug Policies and Procedures: <http://solomon.longwood.edu/administration/policies--procedures/alcohol-and-other-drug-policies-and-procedures.php>



Longwood University Policy 2008 - Conflict of Interest:

<http://solomon.longwood.edu/administration/policies--procedures/conflict-of-interest.php>

DHRM Policy 2.35 – Civility in the Workplace: <https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/policy-2-35-civility-in-the-workplace-policy.pdf>

Policy Guide: <http://www.dhrm.virginia.gov/docs/default-source/hrpolicy/policyguides/civility-in-the-workplace-policy-guide-1-1-1909AA632DB6BE.pdf?sfvrsn=0>

Sexual Misconduct and Title IX

Longwood University is committed to providing a healthy living, learning and working environment; an atmosphere that emphasizes the dignity and worth of the individual, which promotes personal integrity, civility and mutual respect, and creates an environment that is free from sexual misconduct and discrimination. Sexual misconduct, sexual discrimination and sexual harassment, are incompatible with Longwood's commitment to diversity and educational equity. Educational training and prevention programs will be provided along with appropriate resources and reporting options. This policy includes all forms of sexual misconduct, including sexual discrimination, sexual harassment, sexual assault, sexual violence, dating and relationship violence, and stalking by employees, students, or third parties. This policy addresses any sexual misconduct that involves members of the Longwood community regardless of whether the incident occurs during working hours and regardless of whether the incident occurs on or off campus. The intent of this policy is to provide the campus community with information, common definitions, and strategies to report and manage incidents that occur.

This policy applies to all Longwood students, staff and faculty in all university programs and activities. This policy also applies to individuals who join our community as an affiliate or part of an affiliated program. The University will conduct investigations to the best of their ability that may lead to appropriate criminal, personnel, and student conduct actions. Action will be taken to offer Longwood students, staff and faculty supportive measures which may include counseling, medical assistance and living, learning and/or appropriate working environment adjustments.

Title IX Coordinator and Role of Title IX Coordinator

Sasha Johnson, Title IX Coordinator

Office: Lancaster Hall, G-08L;

Office Phone (434) 395-2571, Cell Phone (434) 808-9439

Email: titleix@longwood.edu

Students, staff or faculty who believe they have either witnessed or been subjected to sexual discrimination, sexual harassment, sexual misconduct, dating and relationship violence, stalking and retaliation should notify the Title IX Coordinator.

Employees who believe they have either witnessed or been subjected to sexual discrimination, sexual harassment, sexual misconduct, intimate partner violence, stalking and retaliation should notify the Chief Human Resources Officer (Deputy Title IX Coordinator for Employee Issues).



Lisa Mooney, Chief Human Resources Officer

Office: Lancaster Hall 120B

Phone: (434) 395-2074

Email: mooneylj@longwood.edu

To review the full policy: Longwood University Policy 2052 – Sexual Misconduct:

<http://solomon.longwood.edu/administration/policies--procedures/sexual-misconduct.php>



Attendance and Work Routine

Hours of Operation

The institution's basic hours of operation for offices shall be 8:15 a.m. to 5:00 p.m., Monday through Friday. Obviously, as a residential campus operating twelve (12) months out of the year, maintenance, environmental, information systems, communications and public safety departments are staffed on a shift basis. Housing and student support positions, especially those that are residential in nature, are staffed in accordance with student needs. Full-time employees normally work a minimum of 40 hours per week. The university's standard workweek begins at 12:01am Sunday and ends at 12:00 midnight Saturday.

Lunch Periods

Employees who work at least six (6) consecutive hours daily shall be afforded a meal break of at least 30 minutes. Lunch periods in multiple person areas should be staggered so that office or service areas can remain open. This break from work period is unpaid and there is no requirement to stay on campus. Employees are encouraged to take lunch periods and get away from their desks.

Rest Breaks

Employees working an eight (8) hour work day take a maximum fifteen (15) minute rest break before and a fifteen (15) minute rest break after their required lunch period. These breaks are discretionary and considered part of each employee's hours of work, whether taken or not.

Impermissible Use of Lunch Periods and Rest Breaks

The intent of these breaks is that they should be taken at times scheduled, and not to be used to compensate for arriving at work late or to leave work early. The lunch period and the break(s) must be taken separately and breaks may not be used to extend the lunch period. Longwood University Policy 2024 – Hours of Operation: <http://solomon.longwood.edu/administration/policies--procedures/hours-of-operation.php>

Mandatory Breaks for Nursing Mothers

- Agencies must provide a reasonable* break time for an employee to express breast milk for her nursing child each time the employee needs to express the milk.
- Agencies must provide a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public that may be used by an employee to express breast milk.*
- The breaks must be permitted for nursing mothers for up to a year following the baby's birth.
- Such breaks shall run concurrently with any break time already provided to the employee, if possible, but may need to be scheduled outside these times.

If the employee can complete the milk expression during a compensable discretionary break of 20 minutes or less, the time will be compensated.

If the employee needs additional time to complete the milk expression, she must be permitted the additional time. Additional time does not have to be compensated.



The employee may be permitted to adjust her schedule to make up additional time, charge the additional time to leave, or opt to be docked for the additional time.

*See Glossary and Resource Guide for definition of “reasonable” and guidelines for lactation spaces .

Visitors at Work

Visitors, including family, may normally visit employees over lunch or during rest breaks if necessary. The regular and extended presence of minor children in work areas is neither safe nor tolerable for the department or the child and should be avoided.

Alternative Schedules

From time to time the institution might find it desirable to regularly schedule an employee to come in earlier or later than 8:15 a.m. to better service the needs of a particular department. The guiding rule shall be the efficient operation of the institution and not to meet the employee's purely personal needs. Exempt employees have the prerogative as a matter of course to adjust their work weeks to meet departmental needs and avoid excessive hours. Alternative work schedules must be approved by your supervisor.

Overtime/Compensatory Leave

A/P Administrators are not eligible for overtime leave. An exempt employee will earn compensatory leave when required by the agency head or his/her designee to work on an official office closing day if he or she is designated as an essential employee; or on a holiday. A/P Administrators required to work on a holiday the University is scheduled to be closed will be awarded compensatory leave on an hour-for-hour basis for hours worked, up to a maximum of eight hours per day. Compensatory leave will expire 12 months from the date earned. If not taken prior to the date of separation from employment or change in status, unused compensatory leave will be lost.

Inclement Weather/Campus Emergency Closing

Employees can confirm whether the University is open or closed by calling the Longwood University Information Line at 434.395.2000 or by checking the Longwood University web site at <http://www.longwood.edu>. Both of these official sources will have closing information available by 6:00 a.m. of the affected day or at the time of closing. Closing announcements will be sent to the following primary broadcast media: WFLO-AM (870) and FM (95.7), WVHL (92.9), and WSVS - AM (800) and FM (97.1), and television network affiliates in Richmond (ABC, CBS, and NBC), Lynchburg (ABC) and Charlottesville (CBS, NBC). The media will report closings only.

Situations that are not outlined in the Inclement Weather/Campus Emergency Closing policy will adhere to the [Department of Human Resource Management Policy 1.35, Emergency Closings](#).

Longwood University Policy 2026 – Inclement Weather/Campus Emergency Closing:

<http://solomon.longwood.edu/administration/policies--procedures/inclement-weathercampus-emergency-closing.php>



Outside and Secondary Employment

Longwood University hires employees on both a full-time and part-time basis. Administrative and Professional, classified, and hourly workers may engage in outside employment at any business enterprise which does not require their physical presence during the hours in which he or she is employed by the university. Under certain circumstances, an employee may hold a secondary or additional job(s) at Longwood that is outside of the scope of his/her primary job and may receive supplemental compensation when all of the following criteria have been met:

- When the intended task is clearly outside normal responsibilities of the primary job;
- The individual is qualified to perform the additional duties;
- It is in the University's best interest to do so;
- The intended task is in compliance with the Fair Labor Standards Act (FLSA); and
- The required approvals have been obtained. Employees must have their supervisor's approval prior to working a second job.

If an employee's additional employment adversely affects the employee's ability to perform his/her job satisfactorily, the employee may be disciplined. Longwood reserves the right to require the employee to terminate the additional/outside employment to the extent that it will no longer burden the employee's performance.

For more details please see: <http://solomon.longwood.edu/administration/policies--procedures/outside-and-secondary-employment.php>



Campus Basics

Paycheck Information

As a condition of employment, employees must participate in direct deposit. Pay can be deposited into a number of different accounts. To view your information on your pay, log into Payline:

<https://payline.doa.virginia.gov//>

The following items, if applicable, must be deducted from an employee's pay:

Social Security (OASDI & HI)

Federal Withholding Tax

Virginia state Withholding Tax

Retirement

Parking

Deferred annuities

Health Insurance

Optional life insurance

Flexible contributions

Contributions to Longwood University

Administrative and Professional employees are paid on a semi-monthly basis at Longwood University, with paydays falling on the 1st (covers period 10th – 24th work days) and on the 16th (covers period 24th – 9th work days) of the month. When the 1st or 16th falls on a weekend or holiday, payday is usually the last business day before the weekend or a holiday. The Commonwealth of Virginia Pay & Holiday Calendar can be viewed on the Human Resources website: <http://solomon.longwood.edu/offices--departments/human-resources//>

For additional information, please contact the Payroll Office 434-395-2261.

Longwood Holiday and Winter Closing Schedule

<http://solomon.longwood.edu/hr/>

Longwood Identification Card (Lancer Card)

The Lancer Card is the official identification card of Longwood University. The Lancer Card is also a multi-functioning campus card. In addition to serving as a form of identification to access university facilities, the card also serves as a stored value campus debit card. Adding money to your card (Lancer CA\$H) will allow you to make purchases in several on-campus locations: Coke vending machines, snack vending machines, all Campus Dining locations and the Barnes & Noble Bookstore. Purchases can also be made with your Lancer CA\$H account at participating off-campus locations such as McDonalds, Sheetz, Buffalo Wild Wings, Pinos Italian Restaurant, Bojangles and Subway.

<http://solomon.longwood.edu/offices--departments/lancer-card/>



Parking

Faculty and staff who park on university-owned or leased property are responsible for obtaining and displaying a valid Longwood University parking permit. Faculty/Staff Hangtag—will be based on your salary with a base rate of \$91 and \$2.35 per one thousands of salary over \$20,000. On-campus parking allocations will be Faculty/Staff, denoted by blue on the parking map. For the latest information concerning employee vehicle registration, refer to the Parking Services website:

<http://solomon.longwood.edu/offices--departments/parking-services/>

Campus Dining

All dining facilities are open to students, faculty, and staff. Buy a meal plan to save money when eating in the dining hall and make your life easier! To purchase your Faculty & Staff meal plan please visit the Lancer Card Center in Coyner Hall, Room G10 (ground floor), Monday – Friday 8:30am – 5pm. Please direct all questions about Faculty & Staff meal plans to the Lancer Card Center 434-395-2715. Dining locations: <https://longwood.campusdish.com/>.

Campus Police and Public Safety

The Police Department is located on the ground floor of Dorrill Hall beneath the Dining Hall. The department is centrally located off Brock Commons and near the entrance to the underground parking garage from Main Street. Our officers are on duty twenty-four hours a day, working 12 hour shifts with a Sergeant supervising each shift. Dispatch can be reached at 434-395-2091.

<http://solomon.longwood.edu/police/>

Mail Services

Longwood University Mail Services runs a full-service, on-campus post office that offers almost all USPS and UPS services (and more) for your convenience, some at discounted prices.

Location: Graham Hall (adjacent to smokestack, entrance on Hiner Parking lot side). Window hours are Monday – Friday 10am to 5pm. Closed on Saturday and Sunday.

<http://solomon.longwood.edu/offices--departments/mail-services/>.

Bookstore

The Longwood University Official Bookstore is your place for textbooks, apparel, gifts & accessories, school supplies and more! Visit the Barnes & Noble Café for some great Starbucks Coffee! Located at the corner of Main and Third (200 N Main St.) the hours are 9am to 7pm Monday through Saturday. The Café opens at 7:30am. Sunday hours for the Bookstore and Café are from 11am to 5pm. Employees receive a 20% discount when they present their Longwood employee ID.

<http://solomon.longwood.edu/offices--departments/bookstore/>.

Campus Recreation

Longwood University employees and their dependents have access to many recreation benefits throughout campus. Memberships are available to the state-of-the-art Health & Fitness Center for \$180/year/person. Payroll deduction options are available.

The 76,000 square foot Health & Fitness Center offers a large fitness space that includes cardio machines, free weight and selectorized weight equipment, a 30-foot high 360 degree climbing wall, group fitness



room, functional fitness room, powerlifting room, three sport courts, two racquetball courts and a 1/8th mile track.

Other facilities include The Midtown Fitness Performance Center which provides personal trainer led small group programs and workshops, Lancer Park Sports Complex with two outdoor sport fields that are available for informal use when not scheduled by sport club or intramural sport programs and the Willet Hall pool which is available during weekday evenings for open swim hours.

Most recreation and wellness programs are open to faculty/staff as well. Group fitness, personal trainers, intramural sports and outdoor adventure programs are all available to faculty and staff (some programs do have additional fees).

For more information about memberships or other activities in Campus Recreation, contact us at 434-395-2356 or at <http://solomon.longwood.edu/recreation/>

University Health Center

The University Health Center, managed by Potomac Healthcare Solutions, provides limited health and wellness services to Longwood University faculty and staff on a space available basis. Services available to faculty and staff include wellness exams, allergy shots, some vaccines and semi-acute illness diagnosis and treatment.

These services are not designed to replace your primary care physician but to expedite services that can help manage insurance related costs and decrease time away from the office. Billing will be done through your insurance coverage so co-pays may apply and some services may not be completely covered by insurance, similar to visits to other medical providers.

For more information, call the health center at 434-395-2102. The Longwood University Health Center is located at 106 Midtown Plaza across from Subway.



Longwood Alma Mater

Faithful and devoted by Thy Sons and Daughters forever,

Hail to Thee dear Alma Mater, Hail to Thee, All Hail.

Onward ever Longwood, Proud and true eternally,

Thy love will always guide and protect and keep them faithful to Thee,

Thy love will always guide and protect and keep them faithful to Thee.

© Louard Egbert and Quentin Vest, 1980.

Hail to Longwood U!

LU Fight Song

By Rob Blankenship '00

Hail to Longwood U.

Hail to Longwood U.

Oh, we are Lancers proud and Lancers true,

We fight for the white and blue.

Hail to Longwood U.

Fight for white and blue.

For glory, honor, victory

Go! Lancers! Lancer! Longwood U.

Go! LU

Fight! LU

Win! LU

Let's go, fight, win LU

Hail to Longwood U.

Hail to Longwood U.

Oh, we are Lancers proud and Lancers true,

We fight for the white and blue.

Hail to Longwood U.

Fight for white and blue.

For glory, honor, victory

Go! Lancers! Lancer! Longwood U.



Information Technology

Information Technology Services (ITS) comprises the University's User Support Services, Computer Engineering Services, Software Application Services, Communications Technology, Information Security, and Project Management departments. The overarching goal is to be a trusted, agile partner in delivering technology services that assist in the development of citizen leaders. We embrace new technologies through research and development and strive to provide extraordinary customer service in the delivery and implementation of those technologies.

Electronic Mail

Longwood provides each employee with an electronic mail account and considers electronic mail the official means of communication. University policy requires employees to use their university account for all official university business and to monitor their university email on a frequent basis. Microsoft Outlook is used to manage email, calendars, and contacts on campus. Employees can also access these resources on the web at <http://owa.longwood.edu>. Additionally, smartphones and tablets can be configured for Longwood email, calendar, and contacts. Information and instructions for this are found at <http://solomon.longwood.edu/offices--departments/user-support-services/employee-resources/smart-devices/>.

LancerNet

All faculty and staff are assigned a LancerNet ID and password. These LancerNet credentials are used to access many Longwood services and systems to include email, Canvas, myLongwood, etc. Access to additional systems is determined based on job requirements. Employees should work with their supervisor to determine the access they need and submit requests for any additional access needed.

The LancerNet password expires on a 120 day cycle. CYPHIR, an online password management tool, is available for password resets and can be accessed at <http://password.longwood.edu>. Pre-registration with this system is required for faculty and staff to reset a forgotten or expired password.

Solomon Internal Website

(<http://solomon.longwood.edu>)

Solomon is an internally focused website that contains content specifically for faculty and staff. This site makes it easier for employees to find the information that they need for day-to-day work. The Lancer Dashboard, found at the top of the Solomon site, contains links to email, myLongwood, Canvas, Banner, the CYPHIR LancerNet password management tool, and other essential services and systems. The Solomon website offers convenience to faculty and staff and allows the main www.longwood.edu site to focus on the needs of students and external visitors.

myLongwood

The myLongwood web portal provides easy access to information, tasks, and tools. Within the portal faculty and staff can view and update personal information, access time and leave, and access parking information, etc. Additionally, faculty can perform a student search, access student information and course schedules, enter student grades, perform degree evaluations, etc.



Network Access

ITS operates a high-speed network to provide internal communications and Internet access for the Longwood Community. The network provides for both wired and wireless connections. Employees register devices, log on to their office workstations, and connect to the LancerNet wireless network using their LancerNet ID and password. While some Longwood systems/services are available directly from the Internet from anywhere in the world, others require use of a virtual private network (VPN). VPN access must be requested from the Help Desk.

Network storage space is automatically available to all employees via the “B” drive. The “B” drive can be found via File Explorer. It is strongly recommended that important information be stored on the network and not on the hard drive of the office computer.

Support

The Help Desk is available for technical support Monday – Friday from 7:45 am until 5 pm. There are four ways to contact the Help Desk.

1. Via telephone at (434) 395-4357 (HELP)
2. Via email at helpdesk@longwood.edu
3. Place a work order via the web at <http://help.longwood.edu/user>
4. Visit the Help Desk located on the ground floor of French Hall

Microsoft Home Use Program

Microsoft's Home Use Program (HUP) enables faculty and staff to purchase a licensed copy of Microsoft Office for PC or Mac to install on their personally owned computer(s). This is a subscription-based purchase of Office 365 which will be offered at the discounted cost of \$69.99 per year. The regular price is \$99.99 per year. To take advantage of this offer, email your request to helpdesk@longwood.edu. You will then receive an email with complete instructions and Longwood's program code.

<http://solomon.longwood.edu/offices--departments/user-support-services/employee-resources/>.

Information Security

Information Security is responsible for managing the University's Security Program to include:

- implementing campus-wide policies and procedures
- maintaining a security awareness and training program
- monitoring user adherence to these policies

All employees are required to complete annual security awareness training. Information regarding this training is communicated via Longwood email.

Responsibilities

Employees are required to comply with all university policies. For information on information technology-specific policies, visit <http://solomon.longwood.edu/offices--departments/information-security/policies--procedures/>. More specifically, for expectations regarding appropriate use, employees should read the Acceptable Use of Information Technology Resources and Systems (Policy 6104).



Leave Benefits

Annual Leave

AP Faculty must track leave taken using MyLongwood accessible from <http://solomon.longwood.edu/>, Lancer Dashboard. AP Faculty accrues 8 hours of annual leave per pay period. The maximum yearly amount of 192 hours may be rolled over to the next leave year (January 10 – January 9). No pay-out at change in status termination, retirement, and etc., if not taken prior to the date of separation from employment or change in status, any accrued annual leave will be lost. Annual leave must be approved before it is taken. The department head may disapprove annual leave when that leave presents a true hardship on the department, if taken at the requested time. Employees should, however, have a reasonable opportunity to take annual leave earned during any given year. Instructions for A/P leave can be found: <http://solomon.longwood.edu/hr/payroll/>

Sick Leave Plans

An employee's retirement plan election will determine which Sick Leave plan the employee will be in either the Optional Retirement Plan or the VRS Hybrid Retirement Plan.

- Optional Retirement Plan: If enrolled in ORP, the employee will be enrolled in the Longwood Sick Leave Plan
- VRS Hybrid Retirement Plan: If VRS is elected the employee may choose either the Longwood Sick Leave Plan or the Virginia Sickness and Disability Program (VSDP)

Virginia Sickness and Disability Program (VSDP)

Provides income protection during periods of partial or total disability due to most medical conditions whether work-related or non-work related after a waiting period of seven calendar days.

- The program includes an allotment of sick leave and family and personal leave hours to be used throughout the leave year. No carryover or payout upon separation of employment. Employees can qualify for up to 125 workdays of short-term disability, long-term disability benefits, and long-term care insurance coverage
- The program encourages rehabilitation to help you return to gainful employment as soon as medically appropriate
- Employees hired after July 1, 2009 must complete one year of continuous employment before becoming eligible for short-term disability coverage for non-work related illnesses or injuries.

<https://www.varetire.org/members/disability/vsdp/index.asp>

Longwood Sick Leave Plan

Provides 120 days of sick leave at the beginning of appointment or reappointment. No carryover or payout upon separation of employment. Under Longwood Sick Leave, this leave can be used for family sick leave limited to a maximum of forty hours per occurrence with an annual maximum of eighty hours.



Other Leaves

The provisions of policy relating to Civil & Work Related Leave, Educational Leave, Family and Medical Leave (under FMLA), Parental Leave, Military Leave, School Assistance or Volunteer Service Leave, Holidays, Leave without Pay, Leave to Donate Bone Marrow/Organs will remain consistent with Department of Human Resource Management Policies and Procedures Manual for Classified Employees.

The link provides a description of the leave of absence categories:

<http://solomon.longwood.edu/hr/benefits/leaves-of-absence-categories/>



Retirement Plans

Administrative and Professional Faculty employees have a choice from two retirement plans. They may choose to participate in VRS Hybrid Retirement Plan or Optional Retirement Plan (ORP). New hires have a 60 day window to enroll in one of these plans. Retirement plan elections are irrevocable. Re-hire AP Faculty with a deferred retirement account, will be enrolled into the previous deferred Commonwealth of Virginia Retirement Account either VRS or ORP.

Hybrid Retirement Plan:

- The VRS Hybrid Retirement Plan combines the features of a defined benefit plan and a defined contribution plan
- The defined benefit is based on your age, creditable service and average final compensation (average of the 60 consecutive months of highest compensation not including any overtime or temporary pay or pay for extra duties) at retirement using a formula
- The benefit from the defined contribution plan depends on the contributions made to the plan and the investment performance of those contributions
- The mandatory 5% retirement contribution into the VRS Hybrid Retirement Account is split 4% into the defined benefit plan and 1% defined contribution plan
- Mandatory contributions are based on a percentage of your creditable compensation and are required from both you and your employer
- You may choose to make voluntary contributions of more than the mandatory amount (maximum up to 4% additional) to the defined contribution component of the plan
- Your employer is required to match those voluntary contributions according to specified percentages
- Vesting requirements need to be met with this plan to receive contribution funds from the employer however; you can receive your own contributions before becoming vested. For defined benefit portion, vesting is five years. For defined contribution portion, there is a prorated schedule of vesting requirements, 100 percent vesting is after four years.

Optional Retirement Plan (ORP):

- ORP is a defined contribution plan. You are required to contribute 5 percent of your annual salary into the retirement account. Longwood contributes 8.5 percent.
- You have two providers to choose from, DCP and TIAA-CREF.
<https://www.orphe.varetire.org/pdfs/publications/orphe-overview.pdf>
- You can choose investments options.



- Benefit at retirement is based on contributions to the account, net earnings of investment options chosen by the employee, and age at retirement. Vesting is immediate for account balance.

All employees are required to have 5% of their pay deducted each pay period into their VRS Hybrid Plan or ORP retirement account.

Supplemental Retirement Plans

In addition to participation in the above retirement plans, Longwood employees have the opportunity to participate in supplemental retirement plans. These plans include a 457 Deferred Compensation Plan and two 403(b) retirement plans. Each plan offers tax deferred and Roth options. The minimum contribution is \$10.00 per pay period.

457 Deferred Compensation Plan:

- The University will payroll deduct contributions to the Commonwealth's 457 plan offered by ICMA-RC
- Funds are available upon termination of employment or in cases of severe financial hardship as defined by the Internal Revenue Service
- For those employees enrolled in the Hybrid Retirement Plan will not be eligible to enroll into a 457 Deferred Compensation Plan until they have reached the maximum voluntary contribution percent under the Hybrid Retirement Plan

403(b) Tax Sheltered Annuity Plan:

- The plan providers are TIAA-CREF and VALIC
- These tax sheltered annuity plans offer both pre-tax and Roth options. The University will payroll deduct contributions and send to the selected provider
- Those employees enrolled in the Hybrid Retirement Plan will not be eligible for the cash match until they have reached the maximum voluntary contribution percent under the Hybrid Retirement Plan.

Supplemental Cash Match Plan:

- Full-time employees who make a continuous contribution to a participating vendor's 403(b) annuity plan or the 457 Deferred Compensation Plan are eligible for a cash match amount of 50% of the employee contribution up to a maximum of \$20.00 per pay period, whichever is less
- In order to receive the cash match, eligible employees have to be enrolled in either the 403(b) or 457 plan
- Employees will only be able to receive one cash match



Health Benefits

The Commonwealth of Virginia offers three statewide plans for employees to choose. Each plan provides medical, dental, prescription drug, behavioral services and wellness and preventive services.

<https://www.anthem.com/cova/>

- **COVA Care**—Administered by Anthem and provides this Preferred Provider Organization (PPO) plan where you will pay a copay for covered services
 - **COVA HealthAware**—Administered by Aetna; this is a consumer-driven health plan and provides a Health Reimbursement Arrangement to assist in meeting the deductible
 - **COVA Care HDHP (High Deductible Health Plan)**—Administered by Anthem and provides coverage after a deductible is met for services other than the plans' wellness and preventive services
- Employees may choose one of three membership levels: Employee Only, Employee plus One, or Family.
 - The premium rate depends upon the type of health plan coverage, the level of membership selected, and is deducted pre-tax each pay period. The state pays approximately 80% of the total premium cost for each full-time employee. Employees pay monthly premiums ranging from \$0 to \$476 depending on the plan.
 - Optional additional coverages are available for expanded dental, vision and out of network coverages
 - Health insurance elections must be made within 30 days of employment, during annual open enrollment or as a result of a qualifying mid-year event
 - Health benefits are effective the first of the month following the hire date

Flexible Spending Accounts (FSA)

Employees who are eligible for the health benefits program can also participate in two Flexible Spending Accounts.

- **Health Flexible Spending Account:** This account assists with out-of-pocket medical, dental and vision care expenses for the employee and eligible dependents. This includes a MasterCard, which can be used to access FSA funds directly from the account
- **Dependent Care Reimbursement Account:** This account assists with expenses incurred for the care of your child, disabled spouse, elderly parent, or other dependent that is physically or mentally incapable of self-care so that you (and your spouse) can work or actively look for work



Employee Assistance Program

All health plans offered to state employees and their dependents have employee assistance programs (EAPs). Included are up to four sessions at no charge for such services as mental health, alcohol or drug abuse assessment, child or elder care, grief counseling and legal or financial services. EAP counselors are available to assist employees with problems related to:

- Alcohol
- Drugs
- Family
- Gambling
- Health
- Legal
- Financial
- Housing
- Mental health
- Child care
- Elder care
- Grief
- Spousal/child/parent abuse
- Workplace
- Career planning
- Retirement

In general, care must be authorized in advance. You or your eligible dependent will speak to an EAP specialist who will assess your problem and coordinate assistance. Should your problem require mental health or substance abuse care, you will be referred to a provider, under your mental health and substance abuse benefit. Your EAP specialist or care manager will arrange a referral according to your specific needs. <http://www.dhrm.virginia.gov/employeeprograms/employeeassistance>



Life Insurance

Administrative and Professional Faculty are provided life insurance as part of the benefits package. The life insurance benefit is administered by Securian Financial.

Basic Group Life Insurance

- Enrollment is automatic and is provided by the University at no cost to employees
- The basic coverage amount is equal to your annual salary rounded to the next highest thousand and then doubled for natural death, and four times the rounded annual salary for accidental death
- Coverage can continue after retirement at a reduced level of coverage

Optional Group Life Insurance

- Employees may purchase additional coverage for themselves and coverage for spouses and children
- Employees can choose four coverage levels
- Premiums are based on the age of the employee and spouse
- Premiums for children are a flat rate, and depend upon the level of coverage elected by the employee
- Apply within 31 days of employment for coverage up to \$375,000 without providing proof of good health

Voluntary Post-tax Deductions

A variety of insurance and investment options are available to employees. A list of the participating Commonwealth of Virginia providers and plans offered by them is available by clicking on the following link: <http://www.fbmc-benefits.com/vaprovidernetwork>



Workers' Compensation

Longwood University Employees are eligible to receive compensation under the Virginia Worker's Compensation Act for injuries and/or illnesses incurred in the course of official work-related duties. Compensation may include payment of medical expenses and for time lost from work. Compensability is determined by Managed Care Innovations, the Commonwealth's insurance carrier for workers' compensation.

A Longwood Incident Report should be completed, signed by the employee and the employee's supervisor, and submitted to Human Resources within 24 hours of a work-related injury or when the illness occurs.

- Incident Investigation Form (pdf)
http://solomon.longwood.edu/media/human-resources/solomon/Accident_Form_20120716.pdf
- Longwood University's Return to Work Policy 2048
<http://solomon.longwood.edu/administration/policies--procedures/return-to-work.php>

Safety in the Workplace

Environmental Health & Safety (EH&S) is responsible for establishing safety programs and procedures that address environmental, occupational health, fire protection, and safety regulations. Our fundamental mission is to promote a safe living, learning, and working environment for all members of the Longwood community. We provide services for the University including: testing and maintenance of life safety equipment such as fire alarms, disposal of potentially hazardous waste materials, safety inspections of residences and workspaces, and training on safety topics such as use of fire extinguishers.

<http://solomon.longwood.edu/offices--departments/environmental-health--safety/>



Performance Evaluation

All A/P administrators below the level of Vice President are subject to formal, periodic evaluations. A common evaluation instrument and process will be used for all A/P administrators. All A/P Administrators' evaluations will be filed in the employee's official personnel file maintained by the Human Resources (HR) Office. The performance evaluation is intended to be a participative process for all involved:

Immediate Supervisor: The A/P Administrator's immediate supervisor is responsible for establishing performance expectations and performance goals for any new A/P Administrator's position. They must be established within thirty (30) days of the A/P Administrator's initial appointment. The immediate supervisor also initiates and manages the evaluation process. Performance objectives should be carefully crafted to encompass only essential functions of the job, and should be reasonably attainable, but still representatively challenging at that particular level of responsibility. A/P Administrators should have meaningful input into performance objectives.

Employee: The employee should participate actively in the evaluation process, but may not supersede the immediate supervisor's judgment in evaluating job performance, in establishing job expectations or in setting standards of performance.

External Raters: These persons may be jointly chosen at the beginning of the evaluation cycle to provide input into an employee's annual evaluation.

Types of Periodic Evaluations:

Initial Evaluation: An initial evaluation must be conducted by an A/P Administrator's immediate supervisor prior to a new A/P Administrator's ninetieth (90th) day of employment. The evaluation period will be the first ninety (90) days of employment. A/P Administrators hired less than ninety (90) days from the end of a performance cycle will not be evaluated for that cycle.

Annual Evaluation: All A/P Administrators must be evaluated at least annually. Annual evaluations are typically begun during the month of March, and are completed no later than the last working day in April of that same year. The evaluation period will be the period from the first day of the current appointment period until the date of evaluation for first year employees. The evaluation period for continuing employees will be from the day following the end of the last evaluation until the date of the pending evaluation.

Notice of Performance Improvement: If facts and circumstances warrant, the A/P Administrator's immediate supervisor may issue a Notice of Performance Improvement to notify the affected A/P Administrator of substandard, poor or unacceptable performance.



Professional Development and Recognition

Educational Benefits

The following Longwood University employees are eligible for the Educational Benefit:

- A. Full-time, salaried Longwood University faculty and staff;
- B. Funded Wage and *Miscellaneous* employees working at least twenty (20) hours a week regularly;
- C. Part-time instructional faculty teaching at least three courses in the semester the benefit is used.
- D. Longwood University Retirees
- E. Legally married spouses of eligible Longwood University employees;
- F. Unmarried dependent children (claimed on Federal Tax Return) under the age of twenty-five (25) of eligible Longwood University employees or retired Longwood University employees;
- G. Exclusions: Temporary employees, part-time seasonal employees, employees occupying any grant funded positions (includes any portion of the position being grant-funded), and employees on leave without pay are not eligible for the Educational Benefit.

Eligible employees must have been continuously employed by Longwood University for a minimum of one year prior to being eligible to receive benefits under the Employee and Retiree Educational Benefits Program and remain employed during the term of the course.

Employees/Retirees: Tuition, student activity, comprehensive and registration fees are waived for one four (4) credit course or one non-credit course per semester. Summer school is considered one semester for the purpose of this policy. Eligible employees shall be exempt from paying the comprehensive fee when taking classes full-time or part-time at the University. Employees remain responsible for any lab, technology or other course-associated fees. Enrollment in credit courses is contingent upon having vacant seats in the class subsequent to regular student registration. Enrollment in non-credit courses is contingent upon having sufficient paying students to cover costs. The institution presently does not have any agreements with other institutions, which would permit Tuition or Comprehensive Fee Waiver at institutions other than Longwood.

Spouses and Children: Spouses and unmarried dependent children (claimed on Federal Tax Return) under the age of twenty-five (25) of eligible Longwood University employees shall be exempt from paying the comprehensive fee when taking classes at the University. Spouses and dependent children of Longwood University employees must pay in full all other charges and associated fees, e.g., tuition, graduation fee, internship fee, lab or technology fees, room and board, etc.

Dependent Children of Retired Employees: Unmarried dependent children (claimed on Federal Tax Return) under the age of twenty-five (25) years of retired Longwood University faculty or staff shall be exempt from paying the comprehensive fee when taking classes, full-time or part-time at the University.



Please review the full policy with procedures. Longwood University Policy 2014 –Educational Benefit for Employees <http://solomon.longwood.edu/administration/policies--procedures/outside-and-secondary-employment.php>

Professional Development Activities

Attendance at professional organizational functions, professional development activities sponsored by professional organizations, professional seminars, certification programs, and Commonwealth of Virginia sponsored training and education programs must be pre-approved by your supervisor.

Staff Awards

Each year Administrative & Professional Faculty and Classified/Wage Employees are nominated by their peers for three staff awards:

The **Award for Excellence** recognizes one Classified/Funded Wage employee and one Administrative/Professional employee who demonstrate commitment to excellence in the workplace through professional development/learning, values and service. The recipient will demonstrate expanding expertise in his/her field that has led to improvements/advancements within his/her area(s) at Longwood. The recipient embodies the values of honesty, equality, civility, duty and an appreciation for differences and goes above and beyond job responsibilities to serve the greater University.

The **Distinguished Contribution Award** recognizes one Classified/Funded Wage employee and one Administrative/Professional employee who have outstanding achievement and/or contribution above and beyond day-to-day job responsibilities. The recipient will have identified and implemented creative ideas and solutions, large or small in scope, which significantly impacted or contributed to building a better Longwood University, whether in services or products. Examples include, but are not limited to:

- Solving a complex or long-standing problem or creating a better solution for a work problem;
- Handling an unusually heavy workload, such as when a coworker is absent or position is vacant and not filled immediately;
- Completion of major project before deadline, under budget, and exceeding expectations; or
- Proposal or a new or modified work practice with impact beyond assigned work area, etc.

The **Outstanding Service Award** recognizes one Classified/Funded Wage employee and one Administrative/Professional employee who demonstrates exceptional customer service to any one or combination of Longwood constituencies, including students, faculty, colleagues, alumni, parents, or other internal or external entities. The recipient commits to understanding the constituent's needs and provides complete, timely and accurate information, services or products to meet the expectations of the constituent. The recipient's attention and performance are a catalyst for improved customer satisfaction and service.



Service Awards

In accordance with the Commonwealth's Recognition and Engagement Policy, the university recognizes employees' completion of each five-year increment of state service at the annual Longwood University Employee Service Awards and Longwood Dining Services Appreciation Banquet.